

**NH Early Childhood Professional Development System
RENEWAL**

Credential Application Checklist

Revised April 1, 2016

Credential Application

- Completed, signed NH Early Childhood Credential Application
- Check made payable to: Treasurer, State of NH
- Updated resume

Education, & Specialized Coursework

- Copy of high school diploma or GED if required for credential level *(if not already on file)*
- Official copy*** of college transcript(s) *(if renewing, only submit updated, official transcripts for coursework completed since last application, if you have already submitted transcripts you do not need to resubmit)*

**Official transcripts must be sent directly, in a sealed envelope, to the Child Development Bureau from the college(s) and/or school(s) you attended; use Form D of application to request transcripts.*

Early Childhood Work Experience

- Letter*, on letterhead, from current employer verifying date of hire, position title, average number of hours worked per week, age of children in care, and last date of employment if applicable
- Letter(s)*, on letterhead, from previous employers verifying date of hire, position title, average number of hours worked per week, age of children in care, and last date of employment *(Only if it is not already on file or if you are attempting to move up a level that requires further work experience)*
- Letter(s)* verifying practicum or internship from supervising teacher *(only if required to meet specific work experience requirements)*

**The individual writing letters of work experience verification must include their contact information and sign the letter, unsigned letters will not be accepted.*

Ongoing Professional Training

- Renewing applicants:** 54 hours of on going training over the 3-year renewal period (6 hours of self-study per year is accepted)
*(Submit copies of all certificates from trainings and/or your training transcript from the NH Professional Registry and self-study forms that include date and hours. Self-study is not to exceed a maximum of 18 hours**)*

***Current early childhood coursework in which you are enrolled can be applied toward ongoing training requirements; you must submit your official transcripts.*

Professional Development Plan based on self-assessment of competencies (if applicable)

- Please submit the signed* professional development plan and completed self-assessment action step pages. Refer to page 12 of the *New Hampshire Early Childhood Professional Development System Guidebook, October 2015*, for more information about the Professional Development Plan based on self-assessment of competencies.

**The plan must be signed and dated by both the applicant and the reviewer.*

Please direct all questions to the Credentialing Specialist at: 603-271-4684.